

CIVIL SERVICE BOARD MEETING

NOVEMBER 14, 2018

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, November 14, 2018, in the Commissioners' Board Room.

Members present: Larry A. Bartlett, Chairman
 Troyce B. Lancaster, Vice-Chair
 Dr. Cephus Jackson, Member
 Virginia Phillips-Hall, Member

Member absent: J. Mark Trimble, Member

Also present: Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; County Attorney Michelle Youngblood; Warden Dennis Nelson; Fire/Chief Operations Officer David King; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:10 a.m.

Chairman Bartlett called for a motion to adopt the November 14, 2018, agenda. Dr. Jackson made the motion, second by Vice-Chair Lancaster. Vice-Chair Lancaster revised her motion with an addition of Item 12C – Discussion of correspondence regarding Carolyn Marcus, second by Ms. Phillips-Hall. No further discussion on the motion. Motion was carried by unanimous vote (4-0).

1. Civil Service Board re-appointment of *Troyce Lancaster* (Post 3).
 - a. Human Resources Director Pamela Ambles presented the reappointment of Ms. Troyce Lancaster by the constitutional officers of Clayton County in detail for the term of January 1, 2019 through December 31, 2021.
 - b. The board elects a Chair and Vice-Chair in January of each year, so this reappointment would not have any bearing on this event.
 - c. The board congratulated Mrs. Lancaster.
2. Considered for approval the Civil Service Board's Meeting Minutes held October 24, 2018.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Minutes, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
3. Considered for approval the Civil Service Board's Executive Session Minutes regarding **Personnel Matters** held October 24, 2018.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

4. Considered for approval the Board's Executive Session Minutes regarding **George Murphy, Corrections Department/Prison**, appeal filed July 20, 2018 and hearing held October 24, 2018.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
5. Considered for approval the Civil Service Board's Decision regarding **George Murphy, Corrections Department/Prison**, appeal filed July 20, 2018 and hearing held October 24, 2018.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Decision, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
6. Considered for approval request from Fire Chief Landry Merkison to extend the probationary period of **Philip Cooper**, for an additional twelve (12) months.
 - a. Assistant Fire Chief presented the request in detail.
 - b. A discussion between the Board and Assistant Fire Chief King occurred.
 - c. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
7. Calendar Call.
 - a. **Salim Gordon (Corrections Department/Prison)** – Appeal filed September 10, 2018, regarding: "My suspension".
 - i. Salim Gordon was not present when called at 9:17 a.m.
 - ii. The Board just received a copy of an e-mail sent to Ms. Robertson and Ms. Ambles asking for a continuance due to a medical issue.
 - iii. Attorney Youngblood stated the County did not receive a copy of the e-mail.
 - iv. The Board allowed Attorney Youngblood to review the e-mail and objected to his request sent at 10:45 p.m., in detail.
 - v. Chairman Bartlett stated he was inclined to side with the County and asked Civil Service Board Attorney Harris if the Board ruled today and then say something is provided such as medical documentation, can the ruling be changed.
 - vi. Attorney Harris stated he didn't say he *saw* the doctor, it said he *spoke* with the doctor.
 - vii. Warden Nelson stated he was an employee as of today (has not been reporting to the Corrections Department) but has been reporting to Human Resources.

- viii. Noi Souphanthavong stated she received an e-mail requesting an extension for his FMLA.
- ix. The Board would like to err on the side of caution, and asked could a case be ruled on, and if later documentation was provided can the resolution be reconsidered.
- x. A lengthy discussion among the Board, Attorney Harris and Attorney Youngblood occurred.
- xi. Attorney Harris advised the Board it had a very wide discretion to deny or grant a continuance due to the e-mail being very "weak" with details.
- xii. The Board questioned Noi Souphanthavong regarding FMLA procedures.
- xiii. Chairman Bartlett advised Salim Gordon had requested a continuance.
- xiv. Attorney Youngblood presented the County's objection for the record.
- xv. Chairman Bartlett called for a motion regarding the County's objection to Salim Gordon's continuance. Dr. Jackson made the motion to support the County's motion to deny the continuance, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
- xvi. Chairman Bartlett made a last call for Salim Gordon.
- xvii. Salim Gordon was still not present.
- xviii. Attorney Youngblood made a motion to dismiss the appeal due to a no-show by the Appellant.
- xix. Chairman Bartlett called for a motion regarding the County's motion to dismiss the appeal. Dr. Jackson made the motion to support the County's motion, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
- xx. Chairman Bartlett confirmed the case was dismissed.
- xxi. Chairman Bartlett asked HR Director Ambles to notify the Appellant.

8. Discussion items.

- a. Voted on December meeting date (changed due to unavailability of board room).
 - i. Chairman Bartlett confirmed the next meeting date would be Monday, December 10, 2018 at 9 a.m.
 - ii. Chairman Bartlett called for a motion regarding the new December 10, 2018, meeting date. Dr. Jackson made the motion to approve, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

9. Executive Session (as needed).

- a. County has started the process of the Re-Write Committee
- b. Dr. Jackson asked when is the projected completion date.
- c. Chairman Bartlett explained the process of the Committee's work.

10. Other business.

a. Sheriff Victor Hill, Clayton County, Georgia v. Rodney Williams, et al. – Receipt of Affidavits in Support of Certiorari.

- i. Attorney Youngblood stated the hearing was continued due to the transcript not being completed, a new hearing date has not been set.

b. Sheriff Office's cases

- i. The Board could make a motion to grant the County's motion to continue the Sheriff's Offices to be continued.
- ii. Attorney Harris the Board asked for something in writing
- iii. The Sheriff Office's cases should not be placed on the upcoming agenda.
- iv. Attorney Youngblood made a motion on behalf of the Sheriff that all cases be continued pending resolution of the Sheriff Victor Hill v. Rodney Williams Certiorari. Dr. Jackson made the motion to continue Sheriff's Office cases pending the receipt of something in writing, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

c. Upcoming Cases for December's agenda.

i. *Collucci Myers (Probate Court) and Melody Smith (Probate Court).*

- (1) Chairman Bartlett advised he used to work directly with Collucci Myers and would recuse himself from this case
- (2) Vice-Chair Lancaster stated she would recuse herself from the case if Collucci Myers or Melody Smith ask, as she has a very close relationship (live in the Ferguson Compound) with Judge Ferguson, her neighbor.
- (3) Vice-Chair Lancaster advised if both members recused themselves the Board would not have a quorum
- (4) A discussion among the Board, Attorney Harris and Attorney Youngblood occurred regarding recusals.

d. 2018 Civil Service Board Annual Training

- i. Chairman Bartlett advised the Board had two sets of "Progressive Discipline" slides to review for homework.
- ii. Chairman Bartlett advised Mr. Ryan Shaw to add a follow-up of Annual Training to the December 10, 2018, meeting.

e. Carolyn Marcus – Letters

- i. Chairman Bartlett advised there was correspondence between someone named Marcus and Pamela Ambles concerning Carolyn Marcus' reinstatement.
- ii. Chairman Bartlett stated there is no additional action needed on behalf of the Board concerning this issue.
- iii. Chairman Bartlett stated HR Director Ambles was being transparent in providing the Board with copies of *Marcus* correspondence.
- iv. A lengthy discussion among the Board and Attorney Youngblood regarding reinstatement of employment.

Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Dr. Jackson made the motion to adjourn, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

Meeting adjourned.


LARRY BARTLETT
CHAIRMAN


PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR